

JOB DESCRIPTION
MURFREESBORO MUNICIPAL GOLF COURSES
PART-TIME STARTER/MARSHALL

1. JOB TITLE: PART-TIME STARTER/MARSHALL

2. DEFINITION: The position of part-time Starter/Marshall requires an individual who is responsible for the orderly and timely movement of tee times, controlling the pace of play, and enforcing the golf facility policies. This employee will also sell soft drinks on the course to customers. The employee will work under the immediate supervision of the Shop Manager, the Superintendent Supervisor/Administrative Assistant, and the General Manager of the Golf Course Department. All employees are responsible to the City Manager. This position is classified as Non-exempt for the purpose of the Fair Labor Standards Act, as having no significant risk of occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee will be subject to reasonable suspicion, return-to-duty, follow-up and post-accident drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. This employee will operate golf carts, marshall cart, beverage cart, and two-way radios.
- b. Work is generally performed outdoors and the employee may be exposed to tobacco smoke, noise, and extreme weather conditions. All City buildings and vehicles are smoke-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Greets customers in a pleasant and courteous manner.
- b. Runs tee times in an orderly and timely manner.
- c. Collects and verifies golfer receipts.
- d. Monitors and controls the pace of play on the golf course.
- e. Fills on-course water coolers and drinking cup dispensers as needed.
- f. Sells soft drinks on the golf course.
- g. Enforces golf facility policies (i.e. no fivesomes, carts on paths, no outside beverages or coolers).
- h. Drives golf carts from cart storage facility for daily use.
- i. Sits, stands, stoops, and walks intermittently and lifts objects weighing up to 50 pounds.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be at least 18 years of age.
- b. Must have legal authorization to work in the United States of America.
- c. Possess a driver's license valid in the State of Tennessee.
- d. Knowledge of basic rules of golf etiquette.
- e. Ability to count money and make change accurately.
- f. Ability to follow oral and written instructions.
- g. Ability to establish and maintain an effective working relationship with other employees.
- h. Ability to work flexible hours with some weekend and holiday work required.
- i. Ability to follow City policies and regulations.
- j. Ability to meet and deal effectively with the public, some of whom may be irate or unreasonable. Pleasing personality and leadership abilities required.
- k. Possess the ability to be both firm and tactful in enforcing golf facility policies.
- l. Ability to lift and move objects weighing up to 50 pounds.
- m. Ability to report for work on time and perform the duties of the job for the scheduled workday.

Non-exempt
Non-Safety Sensitive
February 9, 2001